



August 27, 2021

IMPORTANT REMINDER FOR ALL HEALTH CARE PROVIDERS

****Update:** Individuals must provide phone number or email address to retrieve an [Excelsior Pass Plus](#)**

PROVIDERS MUST SUBMIT ACCURATE NYSIIS/CIR DATA FOR ALL COVID-19 VACCINATIONS

- NYSIIS or CIR access is required to submit requests for vaccine, manage COVID vaccine inventory, and report doses administered.
- All COVID-19 vaccine providers in New York State, including those located in the City of New York and those participating in federal programs, must accurately and completely report doses administered to NYSIIS or CIR.
- All participating providers in the NYS COVID-19 Vaccination Program must:
 - Ensure that a vaccinated individual's first and last names are spelled correctly and are entered into NYSIIS or CIR exactly as they were written on the CDC vaccination card.
 - Fill in missing zip code and phone number information for all previously administered vaccinations.
 - Take care to enter all patient information completely and without errors for all future vaccinations.
 - Register all new locations with NYSIIS or CIR for reporting (including distinct "org ids" for pop-up sites, if applicable).
 - All participating providers should fill in email information for all administered COVID-19 vaccinations going forward.

ELIGIBILITY FOR EXCELSIOR PASS AND VACCINE INCENTIVE PROGRAMS

- Proper data submission is critical to enabling anyone who is eligible to voluntarily obtain an Excelsior Pass, Excelsior Pass Plus, or other digital health credential.
- Newly vaccinated New Yorkers may be eligible to participate in NYS COVID-19 vaccination incentive programs – but only if their vaccination information in NYSIIS or CIR is entered correctly to ensure that eligibility can be authenticated.
- Providers with patients who were vaccinated outside of NYS and who can show valid proof of vaccination must enter those patients' immunization records into NYSIIS/CIR as historical records to ensure accessibility for Excelsior Pass and Excelsior Pass Plus.

RECOGNIZE EXCELSIOR PASS AND EXCELSIOR PASS PLUS

- Providers must recognize a valid Vaccine Excelsior Pass, Excelsior Pass Plus, or Negative COVID-19 Test Excelsior Pass as part of any routine screening process for entering any facility, office, or waiting areas where such proof is required.
- Providers can accept a valid Excelsior Pass or Excelsior Pass Plus as proof of vaccination. For updates to medical records and detailed information including date of vaccination, vaccine type and lot number, providers should check NYSIIS/CIR or SHIN-NY.



ENROLLING IN CIR: GUIDANCE FOR PROVIDERS IN NEW YORK CITY

- COVID-19 vaccinations administered in NYC must be reported in CIR. Reporting of all childhood vaccinations continues to be **required. Therefore, all providers in NYC are strongly encouraged to enroll in CIR.**
- Obtaining a Citywide Immunization Registry (CIR) account enables the providers in NYC to obtain authentic information concerning a patient's vaccination status for purposes of creating a medical record. More information about CIR is available here:
<https://www1.nyc.gov/site/doh/providers/reporting-and-services/citywide-immunization-registry-cir.page>
- Additionally, CIR information may be available through Qualified Entities (Healthix and Bronx RHIO) integrated with CIR. For more information, please visit: Healthix at <https://healthix.org/contact/> or 1-877-695-4749; Bronx RHIO <https://bronxrhio.org/contact-us/> or at (718) 696-0450.

ENROLLING IN NYSIIS: GUIDANCE FOR PROVIDERS OUTSIDE OF NYC

- COVID-19 vaccinations administered outside of NYC must be reported in NYSIIS. Reporting of all childhood vaccinations continues to be **required. Therefore, all providers in NYS outside of NYC are strongly encouraged to enroll in NYSIIS.**
- Obtaining a NYSIIS account enables providers outside of NYC to obtain authentic information concerning a patient's vaccination status for purposes of creating a medical record.
- Anyone who wishes to obtain a NYSIIS account must first complete NYSIIS training. The NYSIIS training videos are available here:
https://www.health.ny.gov/prevention/immunization/information_system/status.htm.
- **The two (2) required NYSIIS training webinars are: Standard User Training (45 minutes) and Administrative User Training (25 minutes).**
- NYSIIS users may choose to also view the NYSIIS Mass Vaccination tool training (25 minutes). The Mass Vaccination tool enables users to report multiple immunizations to NYSIIS at once.
- NYSIIS allows different methods of reporting doses administered, including entering data directly into NYSIIS (covered on the Standard User training), using the Mass Vaccination tool, and uploading a specially formatted file from an electronic health record system (see Training for Data Exchange Users webinar, also available at the link above; also requires direct communication with NYSIIS on file formatting and testing).
- **Technical note:** The WebEx ARF player is required to view the trainings at the link above and is available here: <https://www.webex.com/video-recording.html>.
- Additionally, COVID vaccination information from NYSIIS has been shared with Qualified Entities (RHIOs) participating in the SHIN-NY and is available to participating providers. Information about the Qualified Entities can be found here: <https://www.nyehealth.org/shin-ny/qualified-entities/>.